

Southern Sierra Conservation Cooperative

Administrative Framework, Version 1

8 June 2011

This administrative framework is intended to guide the operations of the Southern Sierra Conservation Cooperative (hereinafter referred to as the Cooperative) to ensure efficient and effective coordinated actions and self-sustaining operations. The administrative framework shall align with the provisions of the Cooperative's Memorandum of Understanding and its amendments. All Members of the Cooperative referred to in the administrative framework are those parties that have signed the Cooperative's Memorandum of Understanding or its amendments. This Administrative Framework is a draft working document that will be reviewed, revised, and agreed to by the Members of the Cooperative once the Memorandum of Understanding is finalized. It may be further revised as needed by agreement of the Cooperative Members.

Working Group

- A. Each Member shall designate a minimum of one individual to serve as the representative of that party on the Working Group. If, for any reason, a designated representative of the Working Group will be unable to attend a meeting, that Working Group member will assign an alternate to represent and to act for the Working Group representative at such

meeting. Additional individuals belonging to a Member agency or organization may attend Cooperative meetings, but the official view of each Member is represented by the Member's designated representative(s).

- B. The Working Group shall strive to meet face-to-face two times per year for workshops. It is anticipated that each workshop will last two days. One workshop shall be a business meeting to develop, review, and revise the Cooperative's operating plan, which includes work plans for specific initiatives, and to review and amend the Administrative Framework and Memorandum of Understanding as needed. The business workshop will be held at a central location in the fall of each year. The other meeting will be an Information-Sharing Workshop to share ideas, report on the progress and results of initiatives, and discuss potential future initiatives and funding sources. The information-sharing workshop will be held in the spring of each year and will rotate location and hosting institution based on the agenda items, and may include a portion of the agenda open to the public as a symposium.
- C. The Working Group shall strive to meet an additional four times for meetings either face to face or via conference call (or a combination) to discuss progress, stumbling blocks, and new ideas. Two such meetings are intended to occur between each workshop, such that the Cooperative holds a meeting or workshop at approximately two month intervals.
- D. Each Member is responsible for the costs associated with the activities of its respective delegate to prepare for and participate in Cooperative workshops and meetings.

- E. Koren Nydick with Sequoia & Kings Canyon National Parks will be the initial Chair of the Working Group for the SSCC. The Chair is responsible for facilitating the administrative work of the Working Group. Annually at the Fall Workshop (or any other time deemed needed by Members), the Working Group will re-visit the position of Chair and may chose another person or persons for this role. If the Chair is not able to be present at a meeting or workshop, s/he will delegate another Member representative to temporarily fill this role. The home institution of the Chair will provide reasonable administrative support to the operation of the Working Group during the period of his/her tenure.
- F. The Chair (or his/her designee) will be responsible for preparing and distributing minutes that summarize each Working Group meeting. Copies of the minutes will be provided to all members of the Working Group for their review and comment prior to finalization of the minutes. Upon finalization, all Working Group minutes shall be provided promptly to all members of the Working Group.
- G. On an annual basis, the Working Group will prepare an operating plan for the Cooperative. The operating plan will include work plans for specific initiatives and projects developed by Subgroups.
- H. The Cooperative will promote the formation of multi-disciplinary teams to address specific problems and opportunities. These teams will work together on initiatives,

which will be collaboratively determined by the Cooperative. Projects will be developed to serve the purpose of each initiative.

- I. Pursuant to the operating and work plans, the Work Group will, on an annual basis, evaluate the Cooperative's performance and make recommendations with respect to achieving the purposes and objectives in the Memorandum of Understanding.
- J. The Working Group will identify and prioritize program development opportunities, including but not limited to opportunities to be accomplished through contracts, cooperative agreements, and grants from other organizations, whether public or private. At each meeting, time will be set aside on the agenda for the Working Group to consider the necessary follow-up activities to pursue such opportunities. In addition, at each meeting the Working Group will review past activities and progress made toward their completion since the previous meeting.
- K. The Cooperative shall encourage the participation of non-member individuals, universities, industry, organizations, and government entities on specific projects as "Additional Collaborators." These collaborations will be the subject of separate agreements or contracts.
- L. The Working Group and other representatives of Members as well as appropriate "Additional Collaborators" will investigate and pursue program development opportunities.

M. Decisions shall be made either by either consensus of Members, or if that is not possible, by a simple majority vote of Members. When decisions need to be made, Members will be given notice of the time and media for the decision. If a Member's representative cannot be present, a proxy can be assigned to vote.

N. Criteria for the selection of initiatives and projects for inclusion into the SSCC are as follows: 1) It must adhere to the mission and goals of the SSCC, 2) A majority of the SSCC members must endorse the concept. It is acceptable that some SSCC projects/initiatives may compete with others for funding sources.

Additional Operating Principles

Cooperative operations will be guided by the following additional operating principles:

A. Work within the Cooperative will include collaborative projects and may, with approval of the Working Group, include independent efforts by individual Members. Not all projects at the Member institutions will be included in the Cooperative.

B. For any specific new contract, cooperative agreement, or grant project determined to be part of a Cooperative initiative, the Working Group may designate a Project Management Team (PMT). The PMT must include the Principal Investigator (PI) or Principal Manager (PM) of the project. The PI/PM may be an individual from any one of the Member institutions and will serve as the respective Member's representative on the PMT. Once appointed, the PMT may represent the Cooperative in all matters relating to

that project, provided that the PMT's authority does not supersede that of the Working Group. The PMT will consist of one representative of each Member that is actively participating in the Project. Each PMT may designate a chair, who may be from any one of the Member institutions and who shall serve as the Cooperative's point of contact for that project with Members, contracting or grantor organizations, "Additional Collaborators" and other interested parties.

- C. Projects existing as of the date of the Memorandum of Understanding may be brought in as Cooperative projects, and the Working Group may designate a PMT for such a project. The PI/PM of such project will automatically serve on the PMT as the representative for his/her institution as well as the chair of such Team.
- D. Cooperative project proposals, agreements, or contracts submitted to external sponsors will follow documented institutional policies and approval processes of each Member. The PIs or Co-PIs of each Member participating in the Cooperative project will be responsible for completing approval processes at their institution or organization(s) prior to the submission of a proposal or contract.
- E. Intellectual Property Rights and Invention Disclosures. The Members anticipate that work performed through the Cooperative will generate intellectual property. If deemed appropriate, the Members will enter into one or more separate agreements to address ownership interests and rights and terms and conditions related to intellectual property generated through Cooperative projects, including but not limited to the following: Members' and Additional Collaborators' independently-owned intellectual property;

Members' and Additional Collaborators' jointly-owned intellectual property; licensing agreements related to independently-owned and jointly-owned intellectual property; invention disclosures; nondisclosure and confidentiality; export controls; and public dissemination of research results.

- F. Human Resources/Joint Appointments. Each Member will operate as an independent entity and shall be responsible to separately maintain control of, and liability for, its own agents, employees, students, and volunteers performing work of the Cooperative. Agents, employees, students, or volunteers of each Member performing work of the Cooperative shall not be considered to be agents, employees, or students of other Members and do not have authority to represent, commit, or bind other Members.